

Memorandum of Understanding
International Federation of Professional and
Technical Employees (IFPTE), Local 28
And
NASA Glenn Research Center

SUBJECT: Official Time WebTADS WBS Numbers for the period
October 1, 2007 through September 30, 2008

This Memorandum of Understanding (MOU), documents the revision of the WBS numbers used in WebTADS for the reporting of official time during Fiscal Year (FY) 2008. This MOU supersedes paragraph 4 of MOU dated 11/3/03 and the MOU dated March 9, 2006, Subject: Agency Labor Distribution System.

1. The parties acknowledge the official time reporting categories defined by the Office of Personnel Management as stated below.
2. The parties agree to use the WBS numbers listed below in place of the WBS numbers defined in the MOU dated March 9, 2006, and the JO numbers defined in Article 9 of the negotiated agreement between IFPTE, Local 28 and the Center:
 - WBS # - 292487.09.03.17.07 – **Term Negotiations** – this category for reporting official time hours used by union representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.
 - WBS # - 292487.09.03.17.06 – **Mid-Term Negotiations** – this category for reporting official time hours refers to time used to bargain over issues raised during the life of a term agreement. Examples of such activities include: meetings between labor and management officials to negotiate general conditions of employment, personnel policies, practices, and the administration of the collective bargaining agreement.
 - WBS # - 292487.09.03.17.05 – **Dispute Resolution** – this category for reporting official time hours refers to time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies such as the MSPB, FLRA, and EEOC and, as necessary, to the courts.
 - WBS # - 292487.09.03.17.04 – **General Labor-Management Relations** – this category for reporting official time hours refers to time used for activities not included in the above three categories. Examples of such activities include: meetings between labor management officials to discuss general conditions of employment, time spent in performing authorized activities in the union office, labor-management committee

meetings, labor relations training for union representatives, and union participation in formal meetings and investigative interviews.

3. Employees using official time authorized by their supervisor to prepare and present personal grievances will charge their time as stated in the GRC Labor & Travel Planning and Charging Manual, Section 4.1.1. As stated, time charged shall be prorated across the projects that the employee serviced during the pay period in which the event occurred.
4. This MOU will expire on September 30, 2008.

Agreed to by:

_____/s/_____
Lori O. Pietravoia
Labor Relations Officer

_____/s/_____
Virginia A. Cantwell
President, IFPTE, Local 28

DATE: 11/20/07